

## **The Department of the Army -- Job Opportunity Announcement**

**Job No.: GEU301139**

**Opening Date: April 28, 2003**

**Closing Date: May 28, 2003**

**Position Title (Pay Plan-Series): CONSTRUCTION REPRESENTATIVE (GS-0809)**

**Grade: 07, 08, 09**

**Full Performance Grade: 09**

### **Comments:**

**THIS IS A DELEGATED EXAMINING ANNOUNCEMENT, OPEN TO ALL US CITIZENS. THIS VACANCY ANNOUNCEMENT IS NOT COVERED UNDER RESUMIX PROCEDURES. IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST FOLLOW THE DIRECTIONS UNDER HOW TO APPLY AND SUBMIT THE PROPER FORMS**

**YOU MUST SUBMIT A SEPARATE APPLICATION AND ATTACHMENTS FOR EVERY JOB ANNOUNCEMENT YOU ARE APPLYING FOR. PLEASE MAKE SURE YOUR RESUME/APPLICATION CONTAINS THE JOB ANNOUNCEMENT NUMBER AND YOUR SOCIAL SECURITY NUMBER. YOU MUST INCLUDE THE ANNOUNCEMENT NUMBER ON ALL DOCUMENTS SUBMITTED.**

**TENURE: Permanent.**

**NOTES: (1) Career/career conditional employees selected under this announcement will normally be required to serve a one year probationary period in accordance with 5 CFR 315.801(a)(1). (2) You must follow the procedure stated in the "How to Apply" section to receive consideration under this announcement. (3) If qualifying based on education, a copy of your college transcripts is required.**

### **CONDITIONS OF EMPLOYMENT:**

- 1. A pre-appointment physical is required.**
- 2. Employee must possess and maintain a valid State driver's license.**
- 3. Travel is required up to 25 percent of the time.**
- 4. The incumbent will be on call 24 hours a day during emergency situations.**
- 5. Must have the ability to swim and procure a boat operator's license.**
- 6. Applicants must include the following information in the content of their resume: Summary of ratings for the last three annual performance appraisals, relevant training and award history, membership in relevant societies, and professional registration/license, if applicable.**

7. Applicants must include a copy of their most recent performance rating along with the application/resume.

Salaries: (includes 9.62 percent locality)

GS-07: \$31,830 - \$41,380 Per Annum

GS-08: \$35,252 - \$45,828 Per Annum

GS-09: \$38,936 - \$50,617 Per Annum

**FILING DEADLINE: APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE. LATE APPLICATIONS WILL NOT BE CONSIDERED.**

Number of vacancies to be filled by this announcement: One (1).

Salary: See above for salary levels

Region: Northeast

Organization:

U.S. Army Engineer District, Baltimore

Operations Division

Navigation Branch

Navigation Section

Duty Station: Talbot, MD (Poplar Island)

Area of Consideration:

- Opened to all applicants with or without Civil Service Status.

Duties:

Monitors and controls contractor construction operations for projects of various size and conventional design with complicating features. Maintains surveillance over contract construction projects at a variety of locations. Gives technical direction to coordinates and inspects the work of others engaged in the inspection of permit operations and contract operations of the construction, remodeling and repair of waterfront structures such as breakwaters, jetties, piers, and bulkheads; improvement and maintenance dredging of navigation channels; and repair of flood control facilities and appurtenant structures. Assumes responsibility for the correctness of field reporting, inspection and testing for projects involving large contract costs. Refers all technical engineering problems to involved. During pre-construction conferences and while construction is underway, participates with the contractor and the contractor's representatives in planning the satisfactory accomplishment of projects. Explains requirements for quality control, scheduling, progress reporting, safety measures, wage and hour law observances and payroll records. Interprets technical questions pertinent to the plans and specifications to contractors' supervisory personnel, suggesting construction techniques and methods to be used. Assists contractor in setting up revised schedules when work falls behind contract schedule. Contacts local contractors and materials suppliers to expedite receipt of materials and equipment when necessary. Coordinates

field activities with the project manager to insure timely operations. Inspects the full scope of contractor's operations and makes determinations and decisions in connection with the work. Checks plans for clarity and technical sufficiency and recommends modifications when unexpected conditions are found. Considers the acceptability of construction practices including safety measures and wage and hour law observances. Examines materials being incorporated in the work to determine that all such items comply with the terms outlined in the specifications and are similar to samples approved by others; rejects material considered unsatisfactory. Notifies supervisor when noncompliance may warrant work stoppage action. Marks "as built" drawings to reflect field conditions. Keeps a daily log and notes on items of work inspected and work instructions received or issued and notes. Visits sites to determine extent of change and confers with office and contractor personnel to secure additional information. Makes adjustments and computations of materials and equipment, estimates number and types of labor classifications needed and submits data as basis for processing contract modification. Prepares data for monthly and final payment estimates for contract work compiling information from daily inspection reports, computations, field measurements, bills of material, requisitions and claims submitted by the contractor for time extensions based on unusually inclement weather. Makes field investigation to ascertain that information is correct. Checks contractors' payrolls for compliance with specifications as to wage rates, overtime, and proper work classifications.

#### Qualification Requirements:

GS-07: One year of specialized experience equivalent to the GS-06 grade level in the Federal service -OR- One full year of graduate education that is directly related to the work of the position.

GS-08: One year of specialized experience equivalent to the GS-07 grade level in the Federal service -OR- One and a half years of graduate education that is directly related to the work of the position.

GS-09: One year of specialized experience equivalent to the GS-08 grade level in the Federal service -OR- Two full years of graduate education or a master's degree that is directly related to the work of the position.

Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of this position, and that is typically in or related to monitoring and controlling contractor construction operations for projects of various size and conventional design with complicating features.

#### NOTE:

Foreign Education: Foreign education must be evaluated for U.S. equivalency in order to be rated eligible for this position. Please include this information either in your resume or by furnishing a copy of your certificate in your application package.

Equivalent combinations of experience and education are also qualifying.

**Selective Placement Factors/Knowledge Skills and Abilities (KSAs):**

**KNOWLEDGE, SKILLS AND ABILITIES (KSAs):** Candidates will be rated on their possession of the following knowledge, skills, and abilities. Candidates must address each of the KSAs specifically on plain bond paper and submit it along with the other application materials. Information may include experience, education, training and awards as it relates to each KSA. Since you will be rated based on your possession of the KSAs listed in this announcement and a ranking determination made which affects your chances for employment, it would benefit you to provide your responses to the KSAs on a separate sheet of paper and submit it with your application.

**FOR ALL GRADE LEVELS:**

**KSA 1.** Ability to interpret engineering and architectural plans and specifications. (This includes the knowledge of engineering methods and techniques, and the ability to compute construction costs and to negotiate changes to the contract.)

**KSA 2.** Ability to communicate effectively with contractors, public officials, and other agency representatives. (This includes the ability to prepare reports.)

**KSA 3.** Ability to inspect materials, workmanship, and the construction and installation of various systems. (This includes knowledge of construction practices and procedures.)

**KSA 4.** Knowledge of construction practices and techniques. (This includes a knowledge of safety practices in the construction industry.)

**Standard/Other Requirements/Instructions on How to Apply:**

1. Failure to provide all of the required information as stated in the announcement may result in an ineligible rating or may affect the overall rating.
2. This position is nonsensitive and requires a personnel security investigation on a post-appointment basis only.
3. Management has the prerogative to select at any grade level for which this position has been announced.
4. This recruitment provides promotion opportunity to the target grade of the position without further competition when selectee is eligible and recommended by management.
5. If qualified based on education, selectee must provide official transcript.
6. Temporary Duty (TDY) is required.
7. Permanent change of station (PCS) funds will be authorized.

8. Selection for this position is contingent upon proof of U.S. citizenship.

9. Direct Deposit is REQUIRED: As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.

10. Application/Resume deadline: Application/Resume must be received by the Closing Date of the Vacancy Announcement.

11. Male applicants born after December 31, 1959, are required to complete a Pre-Employment Certification Statement for Selective Service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.

12. BASIS OF RATING: Basic eligibility will be determined by assessing the candidate's background against the appropriate OPM Qualifications Standard to include any selective placement factors. Candidates will be rated based on an evaluation of the extent and quality of their experience, education, and training as provided in their Resume. Candidates who meet the Basic Qualification Requirements will be further evaluated on the skills they possess or the extent and quality of skills for Delegating Examining that are directly related to the job duties as described in this vacancy announcement.

#### HOW TO APPLY:

Submit the following documents (Numbers 1-4) to the address listed under Where To Submit Package:

1. OF612, Optional Application for Federal Employment (this form can be found at [www.opm.gov/forms/word/of612.doc](http://www.opm.gov/forms/word/of612.doc), or a Resume. The resume may be typed or legibly handwritten and must contain, at a minimum: Announcement Number; Name; Address; Social Security Number; Position Title and Grade of the job you are applying for; your paid/unpaid work experience including job title, duties and accomplishments, employers name and address, supervisors name and phone number, starting and ending dates (Month and Year), hours worked per week and grade/salary; education.

2. Separate sheet(s) of bond paper describing how your experience, education, training, awards relate to the Knowledge, Skills, and Abilities (KSAs) listed in this announcement. Since you will be rated based on your possession of the KSAs listed in this announcement and a ranking determination made which affects your chances for employment, it would benefit you to submit your responses to the KSAs along with your application. Since failure to do so would result in the examiner having less pertinent job-related information in which to evaluate you, a lower rating could result.

3. College Transcripts. NOTE: IF EDUCATION IS BEING USED IN LIEU OF EXPERIENCE, A COPY OF YOUR TRANSCRIPTS MUST BE PROVIDED. (If you are a current Federal employee holding a position requiring the same basic qualifications as

the position for which you are applying, a Notification of Personnel Action (SF-50) will be accepted in lieu of transcripts.)

4. Applicants claiming veterans' preference must CLEARLY do so in their resume/application. Applicants claiming 5-point preference must include specific, detailed information in their resume/application which supports their claim for veterans' preference, e.g., actual dates of service, type of duty (active, reservist), campaign badges or medals awarded, rank at time of retirement, etc. If information needed to verify entitlement to veterans preference is not provided in the resume/application, preference will be denied. Applicants claiming 10-point preference MUST submit a DD Form 214 AND supporting documentation, e.g., Letter from VA dated within one year. Failure to submit supporting documentation will result in loss of consideration for 10-point preference. If veterans preference is awarded and preference. Failure to provide the DD Form 214 at the time of appointment will result in the offer of employment being withdrawn.

**NOTE FOR MILITARY SPOUSES:**

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified candidates referred for the position and are within reach for selection. Spouse preference eligibles must provide a copy of sponsors Permanent Change of Station (PCS) orders AND clearly state in their resume that they are requesting Military Spouse Preference in order to be considered for this preference.

**SPECIAL PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP).** If you are a displaced Federal employee (Non-DOD), you may be entitled to receive special priority consideration under ICTAP. If you are a displaced Department of Defense (DOD) employee, DOD has established other programs such as the Priority Placement Program (PPP), and Reemployment Priority List (RPL) for DODs displaced employees. If you have questions, contact your appropriate Civilian Assistance and Reemployment Program (CARE) office. For ICTAP, (NOTE: Eligibility expires (a) one year after separation; (b) one year after an agency certifies that an employees compensation (OWCP) has been terminated and the individual can not be placed at the agency; (c) one year after an employees disability annuity has been To receive consideration under ICTAP (Numbers 1-7 below), you must:

1. Be a current or former career or career-conditional (Tenure group I or II) competitive service employee who has been displaced.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record that is fully successful or better. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)

4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. Have your application received (unless otherwise specified by the announcement) by the closing date and meet all of the application criteria (e.g., submit all required documentation, etc).
6. Submit a copy of the appropriate documentation with your application package, such as a RIF separation notice, a letter from OPM or your agency documenting your priority consideration rights.
7. Be rated well-qualified. A well qualified employee is defined as meeting all of the minimum qualification standards and eligibility requirements as well as possessing knowledge, skills and abilities that clearly exceed the minimum qualification requirements for the position. To be rated well qualified, ICTAP applicants must attain an eligibility rating on this case examination of 80 points or higher, not including points for veterans preference.

NOTE: If you wish to be considered through this program, please mark (ICTAP) clearly on your application.

Where to Submit Application Package:

Please send all required application materials to:

Northeast CPOC  
314 Johnson Street  
Attention: DEU  
Aberdeen Proving Ground, MD 21005-5283

You may fax your complete application package to 410-306-1284 or DSN 458-1284, ATTN: DEU. You may call 410 306-0031 to inquire about announcements/applications.

NOTE: In order to receive consideration, your application must contain all of the applicable information/documents listed under How To Apply. Applications received through the use of postage paid government envelopes are in violation of 18 USC 1719 and will not be considered.

If you would like to be considered, then you are required to submit all necessary materials applicable to this vacancy announcement.

**THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.** All qualified applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status except where specifically authorized by law, age, politics, disability, or sexual orientation which do not relate to successful performance of the duties of this position. Reasonable accommodation to individuals with disabilities will be provided upon request.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING  
FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED  
EMPLOYEES.